



Minutes for Allocations Committee Meeting March 29, 2011

- Called to order at 6:04p.m.
- Committee members in attendance: Courtney McElhaney, David Barstow, and Victor Martinez
- Brenda Mendiola, City of Austin, and Keizhia Carlyle, Planning Council staff, were also in attendance.
- No citizen communication/community announcements.
- Previous meeting minutes were not available and will be approved at the next scheduled committee meeting.
- Upcoming meeting dates were discussed, with David Barstow noting he will not be available for the April or June meetings due to a scheduling conflict.
- The AA Report was reviewed, with particular attention paid to the expenditures. Brenda Mendiola answered any questions not clarified in the justifications section.
- At the Executive Committee meeting, it was requested that the rapid reallocation policy be clarified. Though the Policy section states that the procedures should be followed in the last quarter of the grant year, the Procedure section does not explicitly state that. The Executive Committee suggested that the Allocations Committee make this adjustment before bringing the policy to the full council. After reviewing the policy as currently written, the Allocations committee amended the first sentence under the Procedure to "During the last quarter of the grant year, the Administrative Agent shall have the authority to automatically disperse unexpended funds up to 10% of the direct services budget..." David Barstow made a motion to approve the policy as amended, Courtney McElhaney seconded. The vote was 3 in favor, 0 opposed. Courtney McElhaney will present to the Executive Committee and then take to the full council.
- The committee calculated the total amount to be requested for carryover as \$72,172. This amount includes unexpended funds from 2010-2011 and from 2009. A synopsis of current Outreach activities from the MAI Outreach provider was reviewed, with the committee discussing how we know if these efforts are effective at targeting individuals in the community. The AA report does not give utilization data or performance measures for MAI services, so it is difficult to determine if these funds are being spent wisely. The committee did note that, though it did not initially look like the provider would spend the entire Outreach allocation for 2010-2011, expenditures were at 100% by the end of February 2011. The committee discussed alternative service categories to receive funds from the carryover request, and decided that, since the current Outreach provider had these funds made available to them at the beginning of the grant year and declined, it would be wise to put the funds into Early Intervention Services. Similar activities targeting similar populations are already being conducted, and a larger allocation may allow the agency to have a "big push" in order to better reach the unaware. Courtney McElhaney made a motion to request \$72,172 in MAI carryover funds for

the Early Intervention Services category, David Barstow seconded. The vote was 3 in favor, 0 opposed. Courtney McElhaney will present to the Executive Committee and then take to the full council.

- Adjourned at 7:25p.m.

Approved